Section 14.2.1   PARAMS MENU
Personnel Data
Union Code Name Inquiry

Purpose	This section provides the procedures to inquire on a Union Code's name.
Window Name	Union Code Name Inquiry
Reminders	**1.** The Union Code Name Inquiry window is accessed through the Params, Personnel Data, <u>B</u> - Union Code Name Inquiry items on the menu bar.
	2. The Union Code Name Inquiry window contains a Selection Criteria window and a Selection List window. A user may display a single Union Code by selecting a code from the dropdown list in the Selection Criteria window or display all of the codes by clicking on the Select button only. Once the Select button is clicked, the information is displayed in the Selection List window.
References	*No specific references*

Union Code Name Inquiry

The following window is displayed when <u>P</u>arams, <u>P</u>ersonnel, <u>B</u> - Union Code Name Inquiry is selected from the Menu bar. The steps to are described on the following page.

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Union Code Name Inquiry                                          _ □ x

Selection Criteria
                                                        ┌────────┐
                                                        │ Select │
              Union Code:  [        ] [▼]               └────────┘
                                                            ②
                  ①

  ┌ Selection/Detail List ──── ③ ─────────────────── _ □ x ┐
  │                                                          │
  │ Union Code   Name                  Start Date  End Date  ▲│
  │    00        UNKNOWN               02/20/2000  12/31/2222 │
  │   A02        SAFETY and REGULATORY 05/19/1996  12/31/2222 │
  │   A31        LABOR AND TRADES      05/19/1996  12/31/2222 │
  │   A43        Unknown               05/18/1997  02/07/1998 │
  │   C12        SECURITY              05/19/1996  12/31/2222 │
  │   E42        HUMAN SERVICES SUPPORT 05/19/1996 12/31/2222 │
  │   H21        SCIENTIFIC & ENGINEERING 05/19/1996 12/31/2222│
  │   L32        TECHNICAL             05/19/1996  12/31/2222 ▼│
  │                                                          │
  │  [<=] [=>]                                      [ Close ] │

Ready
```

DCDS Input Procedures
Union Code Name Inquiry (Selection Criteria)

Following the steps below to enter selection criteria.

Step	Field Name	Action
1	Union Code	Select the Union Code from the dropdown list or enter the code to display a specific code. Leave field blank to display all codes in the Selection List window.
2	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window
3	Selection/ Detail List	Displays the selected Union Code name.

Union Code Name Inquiry (Selection/Detail List)

The following information is displayed:

Field Name	Description
Union Code	The Union Code assigned to a specific union.
Name	The title of the union.
Start Date	The date the Union Code became effective.
End Date	The date the Union Code will no longer be effective.